

**Rules and Regulations for PRIVATE
CANDIDATES intending to sit for 2023/2024
National Examinations in General Education,
Professional Education and Technical
Secondary Education.**

February 2024

Section A: Introduction

These guidelines are intended to guide eligible private candidates who wish to register and sit for Advanced Secondary School Level (A-Level) National Examinations.

Terminology:

1. **Advanced Secondary School Level (A-Level):** Upper Secondary Education for General Education, Professional Education and Technical Secondary Education.
2. **Private candidate:** a person who registered for A-Level National Examinations but is not enrolled for full-time education in a secondary school.
3. **Private Candidate Registration Districts (PCRD):** These are designated districts where potential private candidates must register online through SDMS.
4. **Private Candidate Examination Centres (PCEC):** These are designated schools where registered private candidates will sit for National Examinations.
5. **Private Candidate Index Number (PCIN):** it is a unique identification number given to a registered private candidate to identify them during the examination period. It also appears on the examination result slip and certificate.

Section B: Eligibility criteria for private candidate registration

The following are the eligibility criteria for individuals seeking to register as private candidates:

1. An individual who has previously taken the A-Level National Examinations in Rwanda (or its equivalent in other countries).
Note: For official national certificates obtained outside Rwanda, it is mandatory to provide a confirmation letter from the candidate's former school and another from the national body responsible for issuing certificates.
2. An individual who sat for Ordinary Secondary School Level (O-Level) National Examinations, or their equivalent in other countries, without progressing to or completing A-Level. Prospective candidates must have completed their Ordinary Level studies at least five years ago, specifically in 2019 or earlier.
3. An individual who completed S3 (or its equivalent) before the year 2000, when Ordinary Level National Exams were not conducted in the Rwandan education system.
4. An individual possessing a qualification acquired in Rwanda previously, comprising:
 - A3, A4, D4, D5
 - ENI (Ecole Normale Inférieure)
 - EMP (Ecole Moyenne Pédagogique)
 - EMM (Ecole Ménagère Moyenne)
 - EAP (Ecole d'Apprentissage Pédagogique)

- EMA (Ecole de Moniteur Auxiliaire)
 - ENA (Ecole Normale Auxiliaire)
 - ENTA (Ecole Normale Technique Auxiliaire)
 - Section Familiale
 - CERAR (Centre d'Education Rurale et Artisanale au Rwanda)
 - CERAI (Centre d'Education Rurale et Artisanale Intégrée)
6. Individuals eligible to register as private candidates for the Teacher Training College (TTC) National Examinations **must possess a secondary school certificate in teacher education issued by TTCs**. Additionally, graduates from programs such as "Normale Primaire," "Normale Technique," "Humanités Pédagogiques," or their equivalents are also qualified. This implies candidates who previously failed and seek to retake the exams or aiming to enhance their previous performance.

Private candidates intending to take TTC national examinations must register in a TTC school of their choice where they will undergo thorough preparation for the final teaching practical examinations before sitting for them.

Section C: Requirements for registration as a private candidate

In the registration process, a private candidate should upload into SDMS: To register, a private candidate is required to upload the following documents into SDMS.

1. A valid copy of the **National Identity Card**
2. Original copies of certificates, result slips, etc. proving completion of the education levels mentioned in Section B.
3. **A coloured passport-size photo** with not more than 200kb of size, with a white background and *clearly showing both ears*.

All those required documents shall be scanned as original copies and uploaded into SDMS

Section D: Private candidates' registration fees

1. Private candidates **ARE REQUIRED TO PAY** a non-refundable registration fee of **15,000 Rwandan Francs**.
2. The payment of the registration fee **MUST BE COMPLETED ONLY AFTER** the candidate has received a bill number and a pin number from **IREMBO** Services. It is important to note that the issued bill number expires after 5 days. Private candidates are advised to thoroughly review their eligibility conditions before initiating the registration process.
3. Foreign nationals without a Rwandan National ID document should obtain confirmation via SMS from NESAs before making any payments.

Section E: Registration process

1. Online registration is mandatory for all candidates is completed through www.sdms.gov.rw by following the instructions provided online (refer to the attached registration process). Foreign private candidates without a Rwandan National ID document must provide additional registration documents. Instructions on how to submit the required documents to the email address privforeigners@nesa.gov.rw are provided.

Currently, there are thirteen (13) Private Candidates' Registration Districts (PCRD) nationwide. The table below provides details on these districts and their respective codes.

Examination centres for private candidates

Province	District	District code
Kigali City	Nyarugenge	11
	Gasabo	12
	Kicukiro	13
Southern Province	Huye	24
	Nyamagabe	25
	Muhanga	27
Western Province	Karongi	31
	Rubavu	33
	Rusizi	36
Northern Province	Musanze	43
	Gicumbi	45
Eastern Province	Nyagatare	52
	Ngoma	56

2. To register, a Private Candidate will choose one district where she/he will sit for examinations.

Upon completing the registration process, a private candidate receives a unique identification number known as the "Private Candidate's Index Number (PCIN)." This number consists of:

- a) **the district code**: one of the two digits in the table above, indicating the district where the candidate registers from.
- b) **two capital letters**: PC (denoting: Private Candidate).
- c) **abbreviation of the subject combination, option or trade** (e.g. PCB, for Physics, Chemistry, Biology or ECLPE for Early Childhood and Lower Primary Education).
- d) **a three-digit number** (the candidate's individual number) and
- e) **the four-digit year**: 2024

Example of a full Private Candidate Index Number: **12PCPCB0052024**

3. Information about Private Candidates' Examination Centres (PCEC) can be obtained from the District Director of Education (DDE) office at the district headquarters.
4. Candidates **MUST** sit for A-Level National Examinations at the Private Candidates Examination Centre where they registered.

Private candidates from General Education and TSS are not permitted to register through given school, except for TTC private candidates. Any General Education or TSS private candidate who register through any school, their registration will be nullified.

Section F: Registration dates

Private candidates for General Education TSS and TTC can register for National Examinations **between February 26, 2024, and March 31, 2024.**

Section G: General information

Carrying forward grades achieved in previous A-Level National Examinations **is not permitted.** Any candidate wishing to retake A-Level National examinations is required to **retake all subjects** within their chosen subject combination, without changing their subject combination, option, or trade.

Examination malpractices: It is imperative that every candidate adheres to the established rules and regulations governing National Examinations. Non-compliance will lead to appropriate disciplinary measures and penalties in accordance with the guidelines and regulations governing National Examinations. Detailed guidelines will be provided to candidates separately.

If candidate is found to have registered using falsified documents, they s/he will be disqualified upon the revelation of their ineligibility to register as a Private Candidate. Additionally, they will be reported to appropriate authorities for further legal actions.

Requirements for Identification at Examination Centers: All registered Private Candidates are required to present a printed registration form issued by NESAs and obtained from SDMS registration portal along with a valid National Identity Card for all examination sessions.

National Exams Calendar: The National Examinations timetable will be accessible for viewing, printing, or downloading from NESAs's website three months prior to the examination's commencement. Additionally, it will be shared through social media channels and distributed to schools.

In 2024, National Examinations in General Education will be conducted for the following subject combinations.:

No	Combinations	Subject Combination Code
1	Physics – Chemistry – Mathematics	PCM
2	Physics – Chemistry – Biology	PCB

No	Combinations	Subject Combination Code
3	Mathematics – Chemistry – Biology	MCB
4	Mathematics – Physics – Geography	MPG
5	Mathematics – Economics – Geography	MEG
6	History – Economics – Geography	HEG
7	Literature in English – French – Kinyarwanda	LFK
8	Literature in English – Kiswahili – Kinyarwanda	LKK
9	Literature in English – Kiswahili – French	LKF
10	Mathematics-Physics-Computer Science	MPC
11	History-Economics-Literature in English	HEL
12	Mathematics-Computer Science-Economics	MCE
13	Biology-Chemistry-Geography	BCG
14	History – Geography – Literature in English	HGL
15	Literature in English – Economics – Geography	LEG

Apart from the aforementioned subject combination, General Education candidates are required to take examinations in (a) General Studies and Communication Skills and (b) Entrepreneurship. Thus, each candidate will be examined in a total of five subjects.

The following are the examinable options available for TTC private candidates:

SN	District	School Name	Options
1	Nyagatare	TTC Matimba	SME, LE, ECLPE, SSE
2	Gatsibo	TTC Kabarore	SME, LE, ECLPE
3	Ngoma	TTC Zaza	SME, LE, ECLPE, SSE
4	Rwamagana	TTC Bicumbi	SME, LE, ECLPE, SSE
5	Bugesera	TTC Nyamata	SME, LE, ECLPE
6	Gicumbi	TTC de la Salle Byumba	SME, LE, ECLPE, SSE
7	Nyamasheke	TTC Mwezi	SME, LE, ECLPE, SSE
8	Rusizi	TTC Mururu	SME, LE, ECLPE, SSE
9	Karongi	TTC Rubengera	SME, LE, ECLPE, SSE
10	Gisagara	TTC Save	SME, LE, ECLPE, SSE
11	Muhanga	TTC Muhanga	SME, LE, ECLPE, SSE
12	Nyaruguru	TTC St J. Baptiste Cyahinda	SME, LE, ECLPE, SSE
13	Nyamagabe	TTC Mbuga	SME, LE, ECLPE, SSE
14	Rubavu	TTC Gacuba II	SME, LE, ECLPE, SSE
15	Burera	TTC Kirambo	SME, LE, ECLPE, SSE
16	Ngororero	TTC Muramba	SME, LE, ECLPE, SSE

NOTE: Practical examinations for TTC private candidates are organized by the TTC school where the candidate registered.

The following are the examinable trades in TSS for private candidates:

SN	Option name	Option Code
01	Accounting	ACC
02	Auto Electricity and Electronics Systems	AEE
03	Animal Health	ANH
04	Automobile Transmission and Control Systems Technology	ATC
05	Business Services	BUS
06	Carpentry	CAP
07	Crop Production	CRP
08	Ceramics & Sculpture	CSC
09	Customs and Tax Operations	CTO
10	Culinary Arts	CUA
11	Electronic services	ELS
12	Food and Beverage Services	FBS
13	Food processing	FOP
14	Forestry	FOR
15	Graphics arts	GRA
16	Hydropower Energy	HPE
17	Industrial Electricity	IEL
18	Interior Design	IND
19	Land surveying	LSV
20	Leather Works /Shoe Making	LTW
21	Masonry	MAS
22	Computer Applications and Multimedia	MLM
23	Mechanical Production Technology	MPT
24	Music	MUS
25	Networking	NET
26	Office Management	OMG
27	Plumbing	PLB
28	Road Construction	RCT
29	Software Development	SOD
30	Solar Energy	SEN
31	Software Programming and Embedded Systems	SPE
32	Tailoring	TAL
33	Telecommunication	TLC
34	Tourism	TOR
35	Welding	WLD

Done at Kigali, on 24/02/2024.

Dr. BAHATI Bernard

Director General

SUMMARY OF REGISTRATION PROCESS (PRIVATE CANDIDATES)

A. Foreigners without Rwandan ID document

Candidates from foreign countries without Rwandan ID document should not apply directly from SDMS. They will submit the following application documents to NESAs through email: privforeigners@nesa.gov.rw

1. Candidate information:

- Full Names
- Father's Names
- Mother's Names
- Date of Birth
- Gender
- Nationality
- Official Identification Document Number
- Personal valid Email
- Telephone
- Residential Information (Province, District, Sector, Cell, Village)
- Disability

2. **Examination Centres** (Nyarugenge, Gasabo, Kicukiro, Huye, Nyamagabe, Muhanga, Karongi, Rubavu, Rusizi, Musanze, Gicumbi, Nyagatare, Ngoma)

3. **Registration type** (TTC, TSS or GE)

4. **Combination or Trade name** (consult pages 5 – 7 of this document)

5. Attachments:

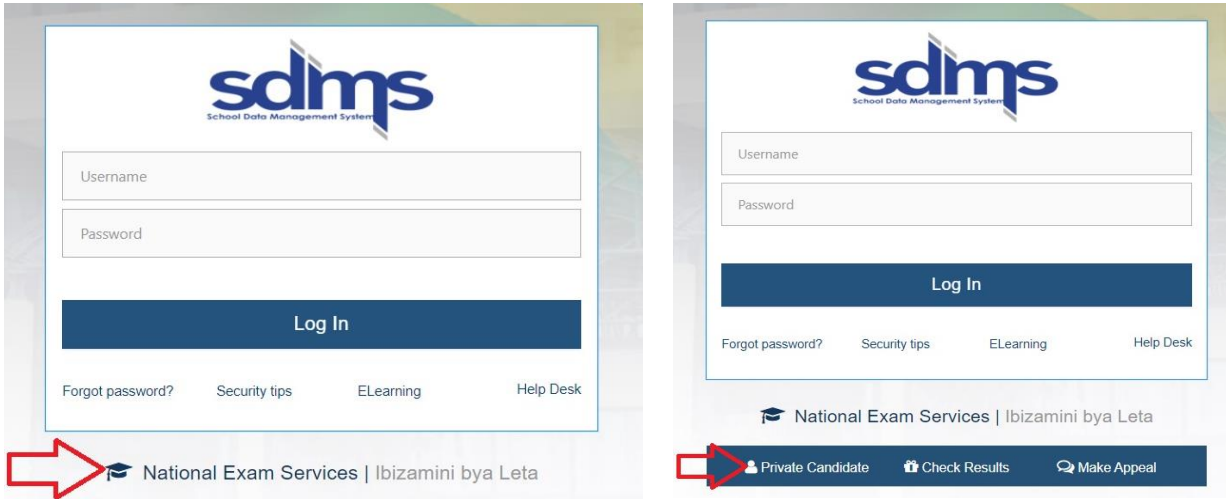
- **Passport Photo** (200Kb /JPE Format)
- **Official Identification Document:** National ID or Passport (200Kb/PDF Format)
- **Previous Academic Documents** (Equivalence for O-Level or A-level Certificate/ 200Kb/PDF Format). Equivalence is a must.

Note: *Personal identification details indicated in paragraph 1, 2, 3 and 4 should be highlighted in the email body sent to NESAs.*

B. Candidates with Rwandan Nationality OR Refugees with National ID for Refugees

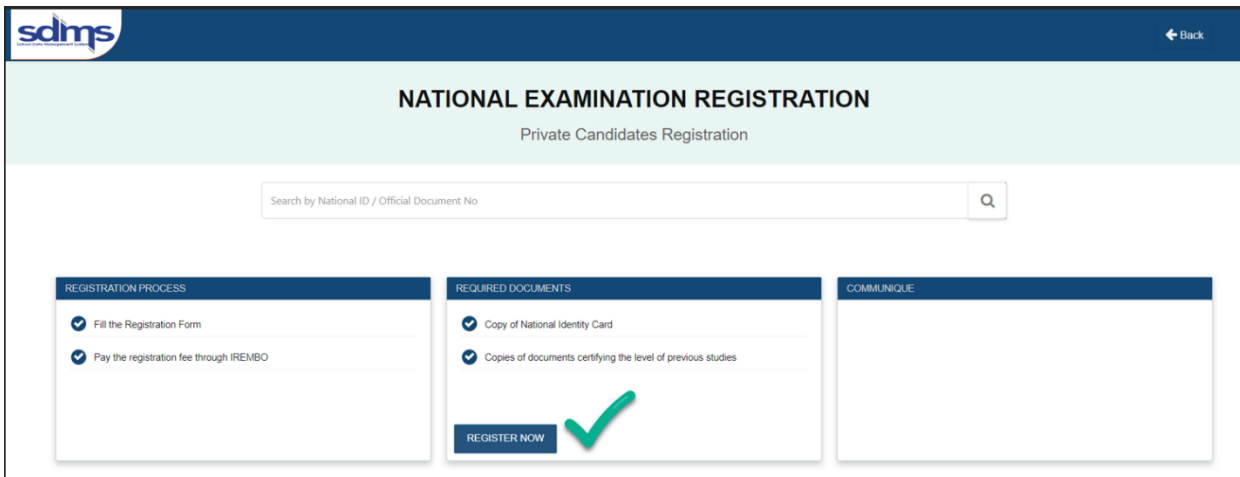
STEP ONE:

Open the browser and type this link: <https://sdms.gov.rw/sas-ui/login.zul> or type: www.sdms.gov.rw. Then, click on: 2024 National Examination-Private Candidate



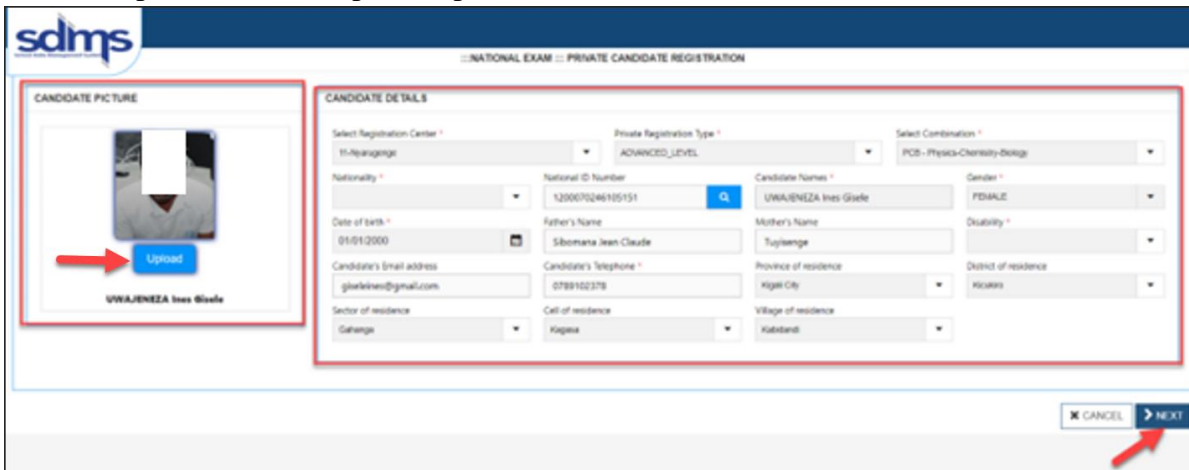
Step two:

Click on **REGISTER NOW**



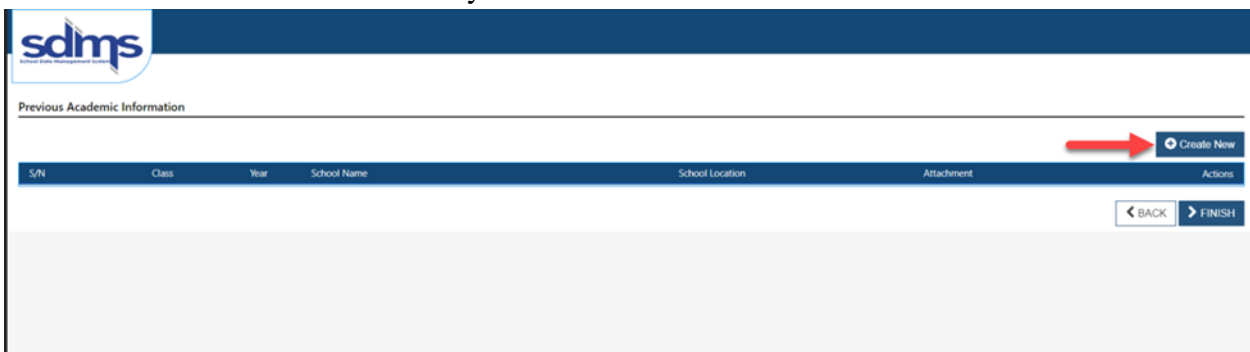
Step Three:

Fill in the provided form, upload a photo and click on NEXT

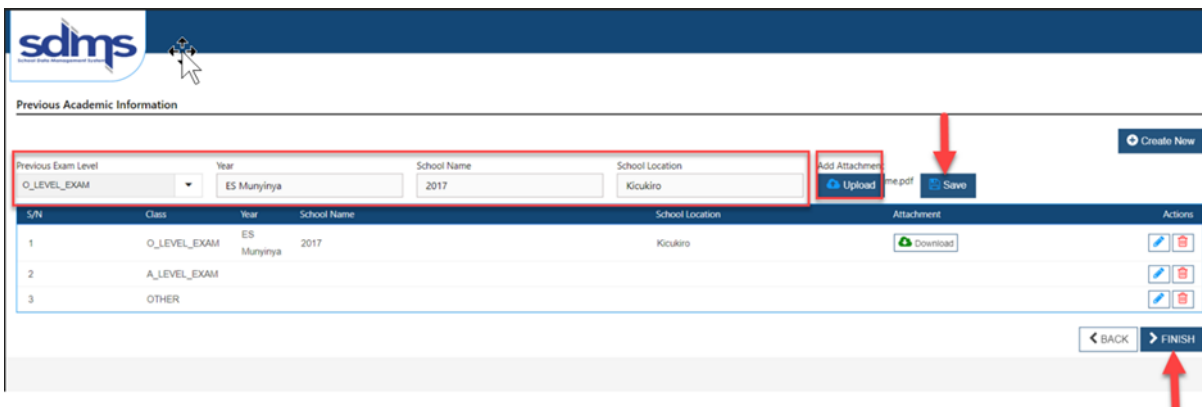


Step Four:

Click on CREATE NEW and fill in your academic details

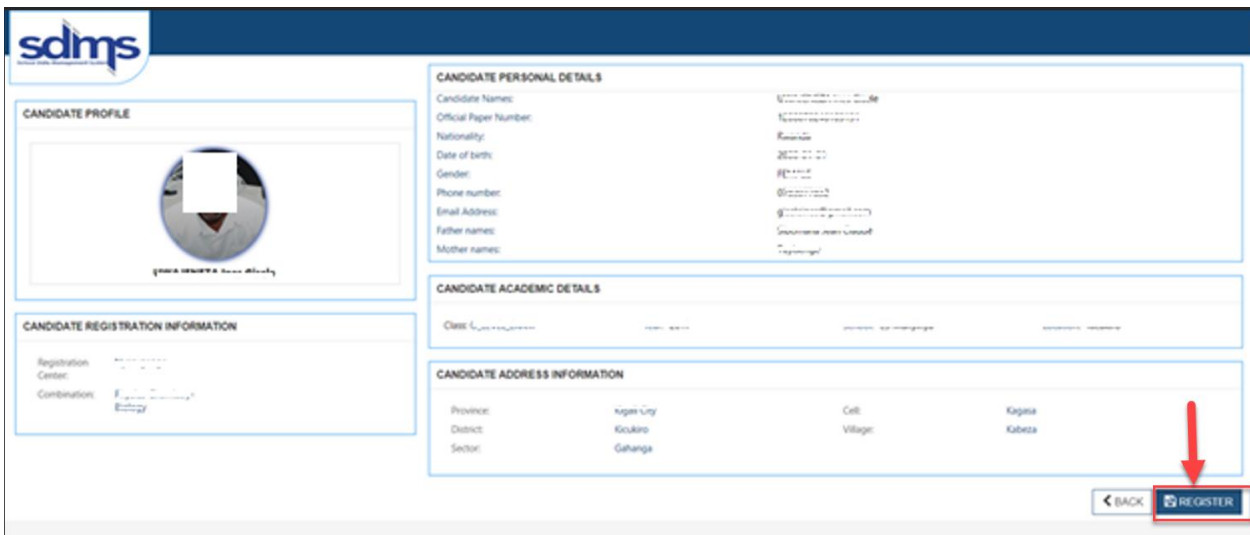


Having filled in academic detail and uploaded the required documents, click on save and go to **FINISH**.



Step Five:

Click on **REGISTER**



STEP SIX:

Click on get bill ID to be able to pay. *Note that the bill ID expires after 5 days.*

_____, You have completed the 1st step of Candidate Registration. Please pay the registration fee, to complete the registration process.

CANDIDATE INFO

	Candidate Names:	_____
	Candidate OffNo:	_____
	Candidate Email:	_____
	Candidate Contact:	_____
	Registration Center:	Huye
	Combination:	History-Economics-Geography
	Status:	NEW
Bill ID:	_____	
Candidate Code:	24PCHE_____12023	

[EDIT](#) [GET BILL ID NOW](#) [CLOSE](#)

STEP SEVEN:

After payment, print your registration form by clicking on print form

CANDIDATE INFO

	Candidate Names:	_____
	Candidate OffNo:	_____
	Candidate Email:	_____
	Candidate Contact:	_____
	Registration Center:	_____
	Combination:	Physics-Chemistry-Biology
	Status:	VALIDATED ✓
Bill ID:	990328980852	
Candidate Code:	1_____2	

[PRINT FORM](#) [CLOSE](#)

END